

USAREUR Circular 614-3

Enlisted Distribution Policy

17 March 2001

*This circular expires 2 years from date of publication.

For the Commander:

CHARLES C. CAMPBELL
Major General, GS
Chief of Staff

Official:

MARILYN A. QUAGLIOTTI
Brigadier General, GS
Deputy Chief of Staff,
Information Management

Summary. This circular outlines the USAREUR enlisted distribution policy.

Applicability. This circular applies to USAREUR commanders and units down to division level. Commanders will implement this policy and may publish local guidance when appropriate.

Forms. USAREUR and higher-level forms (printed and electronic) are available through the USAREUR Publications System at <http://upubs.army.mil/>.

Suggested Improvements. The proponent of this circular is the Office of the Deputy Chief of Staff, Personnel, HQ USAREUR/7A, (AEAGA-M, 379-7723). Users may suggest improvements to this circular by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) through the Commander, USAREUR/7A, ATTN: AEAGA-M, Unit 29351, APO AE 09014, to the Commander, 1st Personnel Command, ATTN: AEUPE-EPMD, Unit 29058, APO AE 09081.

Distribution. This circular is available in the Electronic Library of USAREUR Publications and AE Forms.

CONTENTS

- 1. Purpose
 - 2. Explanation of Abbreviations and Terms
 - 3. Responsibilities
 - 4. Distribution Policy
 - 5. Distribution Method
 - 6. Area Support Group Military Personnel Management
-

1. PURPOSE. This circular establishes the USAREUR enlisted distribution policy. The objectives of this policy are to--

- a. Maximize unit personnel readiness by assigning soldiers in accordance with the CG, USAREUR/7A manning priorities in table 1.
- b. Minimize the effect of enlisted soldier shortages on commands and activities with exceptionally sensitive missions.
- c. Provide for the proportional allocation of shortages among remaining commands and activities.
- d. Ensure soldiers are provided opportunities for professional growth through assignment decisions consistent with the rank and acquired skills of each soldier.
- e. Promote the Army and USAREUR reorganization and equipment initiatives.

2. EXPLANATION OF ABBREVIATIONS AND TERMS

- a. Abbreviations. The alphabetical glossary in the library defines abbreviations.
- b. Terms.

aggregate

Total number of personnel assigned compared to the total number authorized on an organizational manning document.

critical military occupational specialty

A military occupational specialty (MOS) that is critical to the unit's mission. When a critical MOS is not filled to its authorized level, the unit cannot perform its mission.

cross-leveling

The reassignment of personnel between units.

distributable enlisted strength

The total number of enlisted soldiers available for assignment to units.

grade bands

Three predetermined groups used in assessing unit strengths: Skill Level 1 (E-1 to E-4), Mid-Career Noncommissioned Officer (E-5 to E-6), and Senior Noncommissioned Officer (E-7 to E-9).

pacer military occupational specialty

The military occupational specialty that has the largest density in a unit.

USAREUR(-)

USAREUR units managed by 1st Personnel Command (1st PERSCOM) minus the USAREUR Priority 1 and 2 units.

USAREUR(-) distributable average

Total number of enlisted soldiers remaining for assignment to USAREUR Priority 3 units, after filling the USAREUR Priority 1 and 2 units. The average is determined by dividing the remaining enlisted strength by aggregate enlisted authorizations for all USAREUR(-) units.

3. RESPONSIBILITIES

a. The Deputy Chief of Staff, Personnel, USAREUR, in coordination with the Deputy Chief of Staff, Operations (DCSOPS), USAREUR, and the Commander, 1st PERSCOM, will develop the enlisted distribution policy.

b. The DCSOPS will--

(1) Recommend distribution priorities.

(2) Provide support through unit attachments and taskings for extraordinary mission requirements that a USAREUR command cannot meet with its assigned resources.

(3) Maintain the unit registration system documentation in the Status of Resources and Training System.

(4) Provide The Army Authorization Documents System--Redesign (TAADS-R) data to 1st PERSCOM.

c. The Commander, 1st PERSCOM, will implement and administer the USAREUR enlisted distribution policy.

d. USAREUR command-strength managers and commanders at all levels will--

(1) Make sure enlisted soldiers are assigned according to paragraphs 4 and 5 and are accounted for in the Standard Installation/Division Personnel System--Version 3 (SIDPERS 3) Database.

(2) Rely on unit attachments, cross-leveling, and internal taskings to accomplish critical missions.

(3) Make sure enlisted soldiers are not assigned to units scheduled to inactivate in 180 days or less. Soldiers should not be assigned to positions that will no longer be authorized in 12 months or less. Commanders of inactivating units or units that will lose authorizations should plan follow-on assignments, in coordination with 1st PERSCOM, using no-cost moves.

(4) Send critical military occupational specialty (MOS) data to the Commander, 1st PERSCOM, ATTN: EPMD, Unit 29058, APO AE 09081, not later than the 15th day of each month.

(5) **Validate pinpoint assignments.** Send written requests for exception to paragraphs 4 and 5 to the Commander, 1st PERSCOM, ATTN: EPMD, Unit 29058, APO AE 09081.

(6) **Make sure manning of headquarters elements commanded by a general officer does not exceed 105 percent of authorized strength.**

4. DISTRIBUTION POLICY

a. The general principle governing enlisted soldier distribution in USAREUR is the percentage level of fill based on the priorities directed by the CG, USAREUR/7A, in table 1. The distribution priorities for Priority 1 units match the current Army Enlisted Distribution Plan. Priority 2 and 3 units in USAREUR are unique to USAREUR and should not be compared with similar Army units.

(1) Priority 1 units will be filled to 100 percent by MOS, and grade band fill.

(2) Priority 2 units are designated as excepted units in USAREUR. Positions in Priority 2 units will be filled to no more than 100 percent in the aggregate. Grade and MOS substitution is authorized.

(3) Priority 3 units will receive plus or minus 2 percent of USAREUR(-) distributable average.

b. The intent is to fill Priority 1 units 100 percent fill for a given MOS and grade **band**. Priority 2 and 3 units are not guaranteed a specific level of fill for a given MOS, skill level, or grade. Overages in a particular MOS, skill level, or grade will be offset by shortages elsewhere.

c. The USAREUR Soldiers' Chorus is a unit that consists of 40 approved military-overstrength positions. Soldiers selected for the USAREUR Soldiers' Chorus will be assigned for no more than 2 years. This unit is managed by 1st PERSCOM and is aligned with the USAREUR Band and Chorus unit identification code for management purposes. **Critically short MOSs, as identified by commanders in monthly readiness reports, should not be assigned to the USAREUR Soldiers' Chorus.**

d. A soldier who has special qualification identifiers (SQIs), additional skill identifiers (ASIs), or language identification codes (LICs) will be assigned to an authorized position calling for the same SQIs, ASIs, or LICs consistent with--

- (1) Readiness.
- (2) Force modernization.
- (3) Overall MOS strength.
- (4) SQI, ASI, or LIC requirements.

e. Only 1st PERSCOM can approve routine assignments, reassignments, or diversions from pinpoint assignments of enlisted soldiers involving units listed in table 2.

Table 1
USAREUR Enlisted Distribution Guidance

Unit	Fill Level	Specifications
Priority 1 Units		
1st Armored Division	100 percent	MOS/Grade by grade bands
1st Infantry Division	100 percent	MOS/Grade by grade bands
1st Battalion, 10th Special Forces Group	100 percent	MOS/Grade by grade bands
Combat Maneuver Training Center Observer/Controller Positions, 7ATC	100 percent	MOS/Grade by grade bands
Early Deploying Units (Identified previously under separate correspondence)	100 percent	MOS/Grade by grade bands
System specific MOS or ASI (operators & maintainers) to units undergoing new equipment training	98-100 percent	MOS/Grade by grade bands
Priority 2 Units		
Headquarters, United States Army, Europe, and Seventh Army	100 percent	Aggregate
1st Battalion, 4th Infantry (OPFOR), 7ATC	100 percent	Aggregate

1st Battalion, 508th Infantry, USASETAF	100 percent	Aggregate
Instructors, NCOA, 7ATC	100 percent	Aggregate
Priority 3 Units		
All others	USAREUR(-) distributable average plus or minus 2 percent	Aggregate

The alphabetical glossary in the library defines abbreviations used in Table 1.

Table 2

USAREUR Commands for Enlisted Soldier Distribution

Headquarters, United States Army, Europe, and Seventh Army

21st Theater Support Command (Provisional)

United States Army Southern European Task Force

Seventh Army Training Command

266th Finance Command

1st Personnel Command

1st Armored Division

1st Infantry Division

6th Area Support Group

~~22d Area Support Group~~

26th Area Support Group

80th Area Support Group

98th Area Support Group

100th Area Support Group

104th Area Support Group

1st Battalion, 10 Special Forces Group

USAREUR attached units

V Corps nondivisional units

5. DISTRIBUTION METHOD. Enlisted soldiers will be allocated by 1st PERSCOM directly to the designated commands in table 2. Soldiers are allocated according to relative strength of the commands and the number of personnel available for assignment.

a. The data sources for authorizations are as follows:

(1) The Personnel Management Authorization Document used by the United States Total Army Personnel Command.

(2) TAADS-R.

(3) USAREUR military overstrength approved by the Chief of Staff, HQ USAREUR/7A.

b. The data sources for assigned strength and projected gains are--

(1) The SIDPERS 3 database.

(2) The Enlisted Distribution and Assignment System.

(3) Arrival-tracking data provided to 1st PERSCOM by the 64th Replacement Company.

6. AREA SUPPORT GROUP MILITARY PERSONNEL MANAGEMENT. ASGs, though often collocated with other USAREUR commands, are managed separately by 1st PERSCOM. Enlisted assignments involving ASGs are authorized only if approved by 1st PERSCOM. **The exception is the 22d Area Support Group which is managed by United States Army Southern European Task Force.**